

Posted November 6, 2007

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF GEORGIA**

PUBLIC NOTICE

REVISED CM/ECF USER GUIDE (ATTORNEY EDITION)

An updated version of the CM/ECF User Guide is now available on our web site at www.ganb.uscourts.gov. A version of the User Guide showing deleted and added matter has also been placed on the website. It is recommended that you review the updated Guide. Among other things, it contains changes necessitated by the Bankruptcy Abuse Prevention and Consumer Protection Act and by related changes to national and local bankruptcy rules, including substantial changes to the CM/ECF pick-list. It also contains, in Section 4, a clarification of Linking a Document Being Filed to a Previously Filed Document. Please note that the Court will not provide printed copies of the new Guide. Questions concerning the new Guide should be directed to the Court's CM/ECF Analysts, Irene Wiggins (404-215-1057) and Daniel Newsome (404-215-1099).

Following is a brief outline of the changes that have been made to the User Guide.

Section 1 - Introduction: Old introduction removed.

Section 2 - Related Orders, Rules and Procedures: Reference to General Orders 5 and 7 removed because they are now part of the local rules.

Section 3 - Technical Considerations: Updated to reflect currently compatible versions of Internet Explorer, Netscape Navigator, and Adobe Acrobat.

Section 4 - Basic Concepts: Increase in PACER fees; clarification of procedure for linking documents.

Section 5 - Getting Documents Ready To File: Current mailing matrix requirements; current procedures for combining different types of documents and redacting exhibits.

Section 6 - How To File A Document: More detailed instructions provided, but the routines have not changed.

Section 7 - Selecting, Adding and Creating Parties: More detailed instructions provided, but the routines have not changed.

Section 8 - How To Open A Bankruptcy Case (and File A Petition): Current options available for filing a new petition (including Involuntary Petitions) with detailed step-by-step instructions and current screen shots.

Section 9 - How To File A Proof Of Claim: Current procedures to add a creditor; current screen shots.

Section 10 - Adversary Proceedings: Current procedures with detailed step-by-step instructions and current screen shots; Summons auto-generated.

Section 11 - E-Orders: Current options available to submit orders to chambers; instructions on preparing proposed orders (This section is completely new to the User Guide.)

Section 12 - Reports and Utilities: Current reports available and instructions on how to navigate.

Section 13 - Help and Troubleshooting: Many new tips, tricks, and hints along with the current do's and don't's.

Section 14 - General Information and Common Errors: General CM/ECF information; the Do's and Don't's of ECF; which documents may be submitted together and which must be submitted separately; document order list with chapter and fee requirements; current information on whom to contact for corrections; possible solutions on what caused an error and how to prevent future occurrences; requirements for filing Amendments to Schedules, Plans, Social Security Numbers, etc. and handling payment advices.

Appendices:

Appendix 1 - List of Filing Events which have Informational Notes: Updated with current events which have informational notes that must be considered before filing certain documents.

Appendix 2 - Key Word Index of Filing Events: Updated with current events with more cross-referencing.

Appendix 3 - Attorney Event List: Updated with current Attorney Event List (This is also new to the User Guide.)